

**POSITION:** Health Technician, GS-640-5, Target GS-6 or GS-6**TYPE OF APPOINTMENT:** Permanent**NUMBER OF VACANCIES:** 1 Full-time Position**POSITION DESCRIPTION:** GS-5: 31955A; GS-6: 8091A**SALARY RANGE:** GS-5 \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum**NOTE 1:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 3:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.**NOTE 4:** Applicants in non-patient care positions may be required to take a physical examination and/or a drug test if selected for this position.**NOTE 5:** This is a Bargaining Unit position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Dermatology Service, Operative Care Division, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Consideration will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center.**Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.****Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The general duties of the Dermatology Health Technicians (DHT) range from scheduling patients to assisting in minor surgery. The technicians are responsible for the structure and continuity of health care for the patients. The DHT is responsible for coordinating and directing patient flow through the dermatology clinic. The health technicians acts as a liaison and contact point subspecialties that refer patients for the dermatology clinic, including facilitating the review of consult requests and scheduling patients for dermatology clinic. The incumbent performs a patient assessment including a medical history and vital signs as needed. The DHT initiates and monitors scheduling of patients for special procedures such as Mohs surgery, phototherapy, patch testing, surgery consults, and surgery. The DHT demonstrates a thorough knowledge of the principles of aseptic technique necessary for biopsies, surgery, and wound care. The incumbent educates patients regarding their condition, treatment and any health maintenance considerations. Demonstrates knowledge of instruments, procedures, supplies and equipment in the dermatology clinic and assumes responsibility for their maintenance. Responsible for setting up treatment and instrument trays to be used in the examination and surgical procedures. Responsible for sterilizing instruments for surgical procedures as needed. Functions as a communication link between Dermatology Service and other clinical and administrative services to ensure that the clinic functions efficiently.**GENERAL REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 series applies and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Experience Requirements:** Successful completion of a full 4-year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects directly related to the position.**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* 1. Ability to communicate clearly with people of varying backgrounds. 2. Ability to operate a personal computer with various software. 3. Knowledge of Dermatology terminology and common skin conditions. 4. Knowledge of specialized dermatology equipment or instruments, their use, desired performance, and safety features. 5. Ability to meet deadlines and work effectively under pressure. 6. Ability to establish priorities and work independently in accomplishing objectives.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** In order to be considered for this vacancy, interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. Applicants must submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position. VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division and on the internal Human Resources website.**HOW TO OBTAIN FORMS:****In Portland**VA Medical Center, Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.